



**STATE OF NEVADA  
MECHANICAL COMPLIANCE SECTION  
CONTRACTOR ELEVATOR PRE-INSPECTION CHECKLIST**

**E-mail to:**  
Henderson: [MCS.Henderson@Business.nv.gov](mailto:MCS.Henderson@Business.nv.gov)  
Reno: [MCS.Reno@Business.nv.gov](mailto:MCS.Reno@Business.nv.gov)

State ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Building Name: \_\_\_\_\_

Location: \_\_\_\_\_

Construction Company: \_\_\_\_\_

MCP included (check box): Yes:  No:  Date MCP Received: \_\_\_\_\_

**By signing below you are stating that the above listed Elevator installation is complete, Pre-Tested, and ready for Inspection.**

**General Contractors Representative Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_**

**Elevator Company Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_**

**THIS MUST BE FILLED OUT, SIGNED, AND DELIVERED TO THE MECHANICAL COMPLIANCE SECTION TO SCHEDULE AN ELEVATOR INSPECTION**

<b>MACHINE ROOM / SPACE</b>	<b>Code Ref. from A17.1-2013</b>	<b>Date Completed</b>	<b>Initials</b>
Enclosure of Machine Room Space	2.7.1		
Access Door Self Locking & Self Closing	2.7.3.4		
Temperature/Humidity Control of Machine Room or Space	2.7.9.2		
Lighting of Machine Room (>19fc)	2.7.9.1		
GFCI in Machine or Control Space	NEC 620-85		
Fused Main Electrical Disconnect Switch	NEC 620-51		
Elevator Car Electrical Disconnect Switch w/ Lock Out Provision	NEC 620-22		
Automatic Disconnect Means Provided Shunt Trip IF Sprinkled	2.8.3.3.2 thru 4		
Fire Alarm Initiating Devices Installed Per Code	2.27.3.2		
Only Elevator Utilities, Piping, and Ducting	2.8.3		
ABC Fire Extinguisher Provided	8.6.1.6.5		
Battery Lowering Auxiliary Contact Provided	NEC 620-51		
<b>INSIDE CAR</b>	<b>Code Ref. from A17.1-2013</b>	<b>Date Completed</b>	<b>Initials</b>
Means of Two Way Communication & Monitoring Provided	2.27.1.1.3		
Fire Recall Phase 1 & Fire Service Phase 2 Tested & Functioning	2.27.3.2 & 3		
Auxiliary Lighting Provided in Car & Tested	2.14.7.1.3		
<b>OUTSIDE OF HOISTWAY</b>	<b>Code Ref. from A17.1-2013</b>	<b>Date Completed</b>	<b>Initials</b>
Landing Sills / Landings	2.11.11.1		
Fire Alarm Initiating Devices Installed & Tested	2.27.3.2		
<b>PIT</b>	<b>Code Ref. from A17.1-2013</b>	<b>Date Completed</b>	<b>Initials</b>
Light Switch & Location	2.2.5 & NEC 620-24		
Light Provides 10 Foot Candles	2.2.5.1		
GFCI Receptacle in Pit & Single Non-GFCI for Sump Pump	2.2.5 & NEC 620-24 & 85		
Access Ladder	2.2.4.2		
Sump & Drain/Pump (3000 gph per Elev.)	2.2.2.5		
Heat Detector Installed & Tested ( if Sprinkled ) Phase 1	NFPA72 21.3.7		
<b>TOP OF CAR</b>	<b>Code Ref. from A17.1-2013</b>	<b>Date Completed</b>	<b>Initials</b>
Hoistway Vented	2.1.4 IBC 2012		
Only Elevator Utilities, Piping and Ducting	2.8.2.2		
Hoistway Sides of Door Frames Sealed	2.1.1.1		
Hoistway Clearances	2.1.6 & 2.5.3.1		
Projections, Recesses, and Setbacks	2.1.6.2		
Construction of the Hoistway Enclosure	2.1.1		
Refuse Space	2.4.7		
Fire Alarm Initiating Devices Installed Per Code & Tested	2.27.3.2		

**Requested Inspection Date:** \_\_\_\_\_

**MCS USE ONLY: Date Inspection Scheduled:** \_\_\_\_\_ **Inspector Assigned:** \_\_\_\_\_